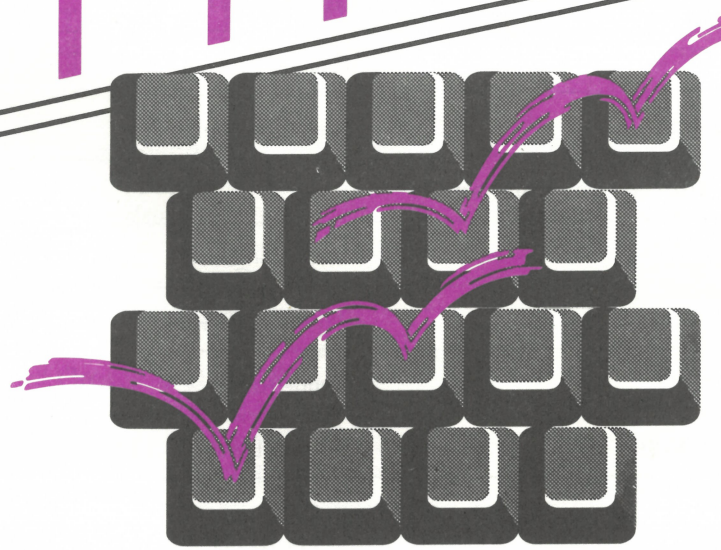
SUCCESS WITH TYPING



Scholastic

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INTRODUCTION

Scholastic Success with Typing is a complete typing course stored on two computer disks. Using the program is like having your own typing teacher. By going through the 18 lessons, you'll learn to type quickly and accurately without looking at the keyboard. You'll also be introduced to word-processing and data-base programs. Best of all, you'll learn how to stop wasting time searching around the keyboard every time you have to type a word.

What's in the *Success with Typing* Program?

Success with Typing includes 18 lessons that cover the regular keys, the special computer keys, and the basics of word-processing and data-base programs. Most of the lessons are divided into three parts: Learn New Keys, Practice Typing, and Take a Challenge.

Success with Typing also has a section called Free Typing Space that allows you to type any text you want. Then, when you're done typing, you will be shown your WPM speed. You can use this section to practice typing from a book or dictation.

Success with Typing also comes with tests that will help you build your skills. You can create your own tests, too. Make tests for yourself to help you practice troublesome keys, or work with a friend and make tests to challenge each other.

Getting the Most from *Success with Typing*

To get the most out of *Success with Typing*, you should have the program keep a record of your progress. To do this, see Record Keeping and Advice Explained in the Reference Guide. If you keep records, the program will be able to advise you about what lesson to take each time you use the program.

For the best results, spend about 45 minutes to an hour a day with *Success with Typing*. Follow the advice the program gives you, so you progress through the program at the pace that's right for you. After completing this individualized typing course, you will know how to touch-type at a good speed. Then, as you use your new typing skills, your speed will increase quickly because you will also have learned correct typing technique. Without correct technique you might be able to type at a reasonable speed, but you will never see much improvement.

Remember, the two most important factors in learning to type are an eagerness to learn and patience. So take your time. It will be worth it.

Using this Handbook

To start using the program, read through the Quick Start Guide. The guide includes step-by-step instructions for beginning your *Success with Typing* course. Before you begin, and as you type, refer to the Tips for Successful Typing section for valuable information to help you learn to type quickly and accurately. If you need any further information about any parts of the program, look in the Reference Guide. For information on the management section of the program, see the Management Guide. Use the Letter Formats section together with Lesson 8 of the program to learn the correct format to use when you are writing business or personal letters. Use the Record Chart to keep a written record of your lesson and test scores.

QUICK START GUIDE

Getting Started

Follow the steps below each time you start using *Scholastic Success with Typing*. If you need further explanation about anything, see the Reference Guide.

NOTE: The information in this section is for Apple computers. If you are using another computer, then read the Reference Card that came in the Success with Typing *package.*

Equipment You Need

- Apple® *IIe* or Apple IIc or Franklin ACE 2000 series
- Monitor or TV
- Disk drive
- Printer (optional)
- Data disk (optional)

How to Load *Success with Typing*

1. Insert the *Success with Typing* disk, Side 1, into your disk drive. If you have more than one disk drive, insert the disk into Drive 1.
2. Close the disk drive door.
3. Turn on your monitor or TV.
4. Turn on your computer. If your computer is already on, press and release the Reset key while you are holding down the Control key and the Open Apple key . The disk drive light will go on. In a few seconds, the title screen will appear on your screen. Press Return to get past that screen and the credits screen.
5. Be sure the Caps Lock key is in the raised position while you are using *Success with Typing.*

NOTE: Never insert or remove a disk while the drive's red light is on.

Answering the Setup Questions

After you get past the first two screens, the program will ask you a series of *setup questions*. Each question is described below.

One Disk Drive or Two?

You will be asked whether you are going to use one disk drive or two. Although the program works fine with a one-drive system, it is better to use two, especially if you are going to keep records. Answer this question by using the arrow keys (↓ ↑) to highlight "One" or "Two," and then press Return.

Keeping Records?

After you answer the disk drive question, the program will ask if you want to keep records during this use of the program. Keeping records is highly recommended (see Record Keeping and Advice Explained). If you are keeping records, you have the option of using the Advice function. This function will suggest what to do each time you use the program. Even if you are not going to use the Advice function, it is a good idea to have the program keep records because then you will build up a complete record of your progress. To check your progress, you can review your records at any time.

IMPORTANT: To keep records, you will need a data disk created by the Success with Typing *Management section. The disk also must have your name on its user list. If you want to keep records and you don't have such a disk, choose the Management option when you get to the MAIN MENU. At that point, see Create a Data Disk and Create or Edit a User List in the Management Guide.*

If you want to keep records, use the arrow keys to highlight "Yes." If you don't want to keep records, use the arrow keys to highlight "No." After either answer, press Return. You will then be sent to the MAIN MENU.

Tips for Using the Program

Before choosing an option from the MAIN MENU, read the following few paragraphs. They provide tips that will help you get the most benefit from *Success with Typing*.

Get a Clear Picture

Success with Typing contains a lot of text to read and type. Before you go any further, adjust the level of the contrast and brightness on your monitor so the text is clear and comfortable for your eyes.

Look Up, Then Look Down

On the top half of most screens, there is a window that contains information that you should read before moving on. Always read that text. Then, when you are ready to proceed, follow the prompt (instruction) at the bottom of the screen.

Typing

On many screens, you will see the word "Type" followed by text. When you see this prompt, type the text. The computer will know when you have reached the end of the text, and it will give you more instructions.

Making Choices from Menus

Success with Typing contains many menus that allow you to choose what you want to do next. To make a choice from any of these menus, press the Up or Down Arrow keys to highlight the option you want. Then press Return.

Some menus have more options than can fit on the screen at one time. When this is the case, highlight the last option and keep pressing the Down Arrow key. The menu will then scroll up and you will get to see all the options and choose the one you want. To leave a menu, press Esc. This will usually bring you back to the previous menu.

The MAIN MENU Options

After you answer the setup questions described above, the MAIN MENU will appear (Figure 1). The MAIN MENU lists the major parts of *Success with Typing.* They are Introduction, Lessons, Tests, Management, Advice, See Your Records, and Free Typing Space. Each option is described below and in further detail in the Reference Guide. Read through these brief descriptions before you begin, then follow the suggested steps for first-time users on pages 13 and 14.

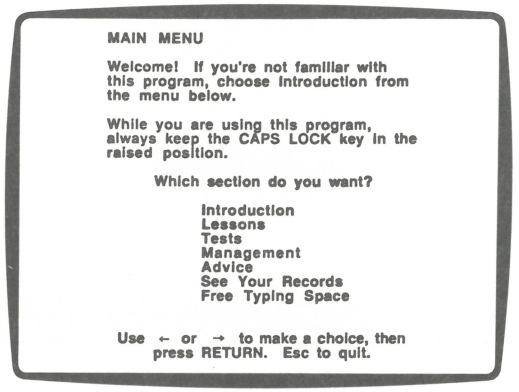

MAIN MENU
Welcome! If you're not familiar with this program, choose Introduction from the menu below.
While you are using this program, always keep the CAPS LOCK key in the raised position.
Which section do you want?
Introduction
Lessons
Tests
Management
Advice
See Your Records
Free Typing Space
Use ← or → to make a choice, then press RETURN. Esc to quit.

Figure 1

Introduction

This option describes *Success with Typing*. If you have never used the program before, then this will help familiarize you with the program.

Lessons

Selecting Lessons will bring you to the LESSONS MENU, shown below. There are 18 lessons in *Success with Typing*. It is best to do the lessons in the order they are presented. (A description of the lessons begins on page 19.)

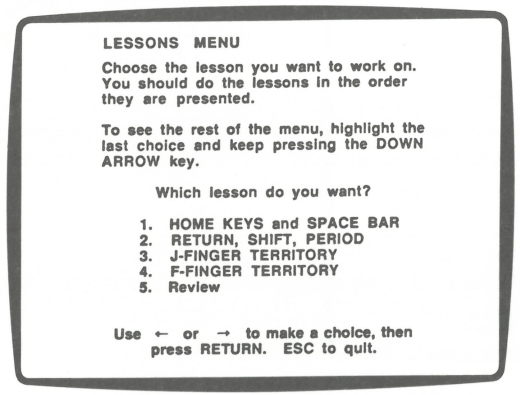

LESSONS MENU
Choose the lesson you want to work on. You should do the lessons in the order they are presented.
To see the rest of the menu, highlight the last choice and keep pressing the DOWN ARROW key.
Which lesson do you want?
1. HOME KEYS and SPACE BAR
2. RETURN, SHIFT, PERIOD
3. J-FINGER TERRITORY
4. F-FINGER TERRITORY
5. Review
Use ← or → to make a choice, then press RETURN. ESC to quit.

Figure 2

All lessons are divided into sections. Each lesson starts with its own menu that allows you to choose which section of the lesson you want to do.

Tests

If you want extra practice with difficult keys, you can take a test. You can also use the tests to check on your progress. The program comes with 20 tests. These tests are on Side 4. A description of the contents of each test begins on page 28. You can also create your own tests. These tests will be kept on a data disk that you will create.

If you choose Tests from the MAIN MENU, then you will be told to insert your data disk. If you want to take one of the tests that comes with the program, insert Side 4 of *Success with Typing*. If you want to take one of your own tests, insert the data disk with that test on it. Either way, after you insert a disk and press Return, you will be sent to a TESTS MENU where you will use the Arrow keys to choose the test you want to take.

The program will not keep a record of your test scores, so use the Record Chart on page 47 to keep your own record.

Management
If you choose this option, you will be sent to the MANAGEMENT MENU. The options on this menu are: Create a Data Disk; Create or Edit a User List; Create, Edit or Erase Tests; and Review or Print User Records. See the Management Guide for a detailed explanation of this part of the program.

Advice
This option only works if you told the program that you wanted to keep records during this use of the program. If you did so, then you will be told to insert your data disk into the correct drive. The disk's user list will then appear. Highlight your name and press Return. A screen of advice will then appear. The advice will tell you which lesson you did last. It will also tell you whether you should do part of that lesson over or whether you should go on to the next lesson. (For an explanation about record keeping and advice, see Record Keeping and Advice Explained.) Note the advice and then press Return. You will be sent back to the MAIN MENU.

See Your Records
This option only works if you told the program that you wanted to keep records during this use of the program. If you did so, you will be told to insert your data disk into the correct drive. A menu will then appear. Highlight your name from this menu and press Return. A screen showing your records will then appear. (See page 30 for an explanation of the Record screen.) When you have reviewed your records, press Return to go back to the MAIN MENU.

Free Typing Space
Choosing this option will bring you to a screen on which you can type any text. When you finish typing, you will be given your WPM speed. Use Free Typing Space to warm up, or to type text from a book or dictation.

Quitting What You Are Doing
If you want to quit what you are doing at any time, press Esc. From most screens this will return you to the previous menu. From there you can decide what you want to do next. Pressing Esc will not allow you to quit what you are doing, though, if the program is waiting for you to type in text. You must type the text, and then you can press Esc to quit.

NOTE: See Important Record Keeping note on page 32.

Suggested Steps for First-time Users
If this is the first time you are using *Success with Typing*, you should follow these steps.

1. Load the program. Press Return to get past the Title screen and the Credits screen.
2. You will be asked, "How many disk drives?" If you have one disk drive, then answer "One." If you have two disk drives, then answer "Two."
3. You will be asked, "Do you want to keep records?" To keep records, you will need a blank disk, or one you don't mind erasing, so get one handy at this point. If you don't have such a disk, you will not be able to keep records, so answer "No" to this question. If you do have such a disk, answer "Yes."
4. At this point, the MAIN MENU should appear. Take a moment to set the contrast and brightness on your monitor now so that it is comfortable to read the text on the screen.

NOTE: If you chose to keep records, go to Step 5. If you chose not to keep records, go to Step 8.

5. The next thing to do is create a data disk for your records. To do this, choose Management from the MAIN MENU. Then, choose Create a Data Disk from the MANAGEMENT MENU and see Create a Data Disk in the Management Guide. When you have a data disk, go on to the next step.

6. To use your data disk to keep records, you will need to create a user list on the disk and put your name on that list. To do this, choose Create or Edit a User List and see that section in the Management Guide. When your name is on the list, press Esc to get back to the MANAGEMENT MENU. Press Esc once more to get back to the MAIN MENU, and then go on to the next step.

7. Choose Advice from the MAIN MENU. Read the advice and note the assignment it gives you. You should follow this advice to proceed in the most productive way. When you are done reading the advice, press Return. You will be sent back to the MAIN MENU.

8. Choose Lessons from the MAIN MENU. The LESSONS MENU will then appear and you should use the Down Arrow key to choose Lesson 1 and press Return. (If you are keeping records, you will be told to insert your data disk into the correct drive, unless it is already in the drive. Then the user list will appear. Use the Arrow keys to choose your name and then press Return.) The menu for Lesson 1 will then appear. Do the sections of the lesson in the order they appear, or follow the advice that was given to you by the program. If you are keeping records, be sure you do the Take a Challenge section before leaving Lesson 1. (See Important Record Keeping Note on page 32.)

9. When you are finished doing the lesson, press Esc until you are back at the LESSONS MENU. At that point, you can do another lesson. Or, press Esc once more to get back to the MAIN MENU. There, you can do Free Typing, take a test, or, if you are keeping records, get advice about what to do next.

TIPS FOR SUCCESSFUL TYPING

Follow these tips and you will be on your way toward quick and accurate typing:

- Sit in a relaxed, comfortable position, directly in front of your keyboard. Keep both of your feet flat on the floor for good balance.
- When you start to type, be sure your fingers are on the Home keys. As you type, keep your fingers lightly on the Home keys. This will help you learn new keys faster and type more quickly.
- When reaching for a key with one finger, try to keep another finger of that hand anchored. Anchoring means that you keep a Home key finger on its key while reaching for another key with that same hand. For example, when reaching for the Y key with the J-finger, try to keep the ;-finger anchored on its key. This will help you keep your fingers in the correct Home key position.
- As you type, keep your forearms parallel to the slant of the keyboard. Also, keep your wrists low, but *never* lean them on the keyboard.
- When you type, always make quick, snappy strokes and don't pause after keystrokes. Also, curve your fingers so only the tips touch the keys.
- Concentrate on what you are doing. Learning to type involves repetitive practice. The more you concentrate and do the exercises correctly, the more quickly you will learn to type. When you are using *Success with Typing*, turn off the radio and the TV and concentrate on your fingers.
- The first few times you learn a new key, watch your fingers as they reach for it. This will help you learn the key more quickly.
- Take your time and be patient.

REFERENCE GUIDE

As you use *Scholastic Success with Typing*, you may need more information about a feature or function of the program. Or you may have questions about the activities you are asked to do in the program. This Reference Guide is the place to look for answers to these types of questions. For information about the Management section, see the Management Guide.

How *Success with Typing* Teaches

Home Keys

Success with Typing will first teach you the eight Home keys (A, S, D, F, J, K, L, and semi-colon). The chart on page 17 shows which of your fingers control each of these keys. The position of the fingers on this chart is the correct Home key position. Each of your fingers will be known by the Home key it controls. For instance, your right index finger will from now on be known as your J-finger.

As you type, keep your fingers in the Home key position. From this position, you will be able to strike all the other keys on the keyboard. Learning the Home key position and becoming accurate at typing these keys are the first, and the most important, steps toward becoming a quick and accurate touch typist.

The Keyboard Territories

After you master the Home keys, you will learn the rest of the keys in groups. These groups are called territories. There are eight territories - one for each Home key finger. Each finger will control all of the keys in its territory. The chart on page 18 shows the territories with the Home keys highlighted.

THE HOME KEYS

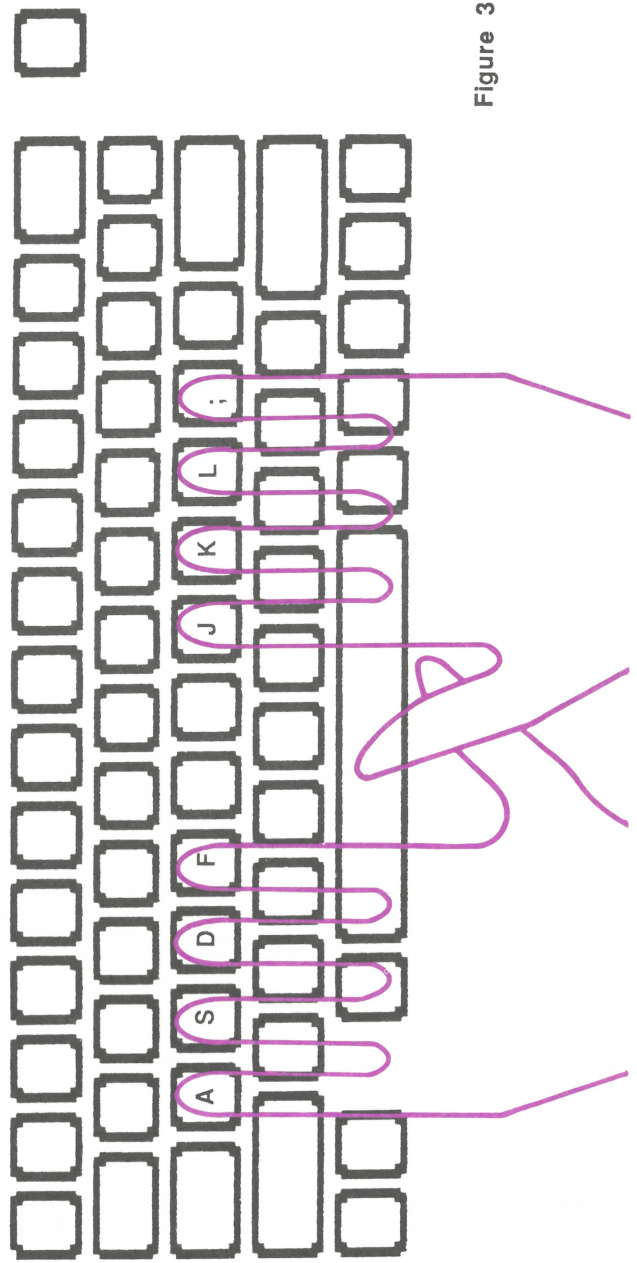


Figure 3

The labeled keys are the Home keys. Each of your fingers controls one of these keys. Always start typing with your fingers in this position.

Figure 4

The keyboard is divided into eight territories - one for each Home key. The Home key finger controls all the keys in its territory.

The Lessons

There are 18 lessons in *Success with Typing*. The first 11 build on each other, teaching you more keys as you progress. This is why you should do the lessons in order, starting with the first lesson. Lessons 12 and 13 teach you some of the special keys and skills used in data bases and word processors, and Lessons 14 through 18 give you the chance to practice your typing skills on longer, more entertaining, passages.

Lessons 1 - 11

Here is a short description of what is taught in each of these lessons:

Lesson	Keys Taught
1	Home keys and Space Bar
2	Return, Shift keys, Period key, and review
3	J-finger territory: N, M, H, J, Y, U, 6, 7
4	F-finger territory: V, B, F, G, R, T, 4, 5
5	Esc, Caps Lock, and review of all keys so far
6	K-finger and D-finger territories: comma, K, I, 8, C, D, E, 3
7	L-finger and S-finger territories: period, L, O, 9, X, S, W, 2
8	Letter formats and review of all letters so far
9	;-finger and A-finger territories: ?, semi-colon, P, 0, Z, A, Q, 1
10	Number review and all symbols on number keys
11	Single quotes, double quotes, plus sign, equal sign, and dash

Each of these lessons is divided into three sections: Learn New Keys (or, in Lesson 8, Learn Letter Formats), Practice Typing, and Take a Challenge. Those sections are listed on the menu at the beginning of each lesson. At the end of each of those sections, you will come to a menu screen titled, Where To? From this screen, you can choose which section you want to do next. Each of these sections is described below. To get back to the LESSONS MENU from anywhere in a lesson, just press Esc a few times.

Learn New Keys and Learn Letter Formats

The first time you go through a lesson, you should start with the first section listed on the menu, Learn New Keys or Learn Letter Formats.

Learn New Keys

This section introduces you to new keys and helps you build accuracy on those keys. When you have to type text, there will be a keyboard on the screen. The letters that you will be typing will be shown on this keyboard. If you have trouble finding a key, then you should look at this keyboard, not at your computer keyboard. This will help you develop the good habits of not looking at the keyboard and not hunting for keys. If you type a wrong letter, the key that you should have pressed will flash. To proceed, you will have to press that key.

Learn Letter Formats

Lesson 8 does not contain a Learn New Keys section. Instead, it includes a section called Learn Letter Formats. In it, you are introduced to the two types of letter formats - business and personal. Take some time to study these formats. For each format there is a sample screen and a structure screen. Moving back and forth between these screens will help you understand each format better. On pages 42-45, you will find samples of both types of letters. See those pages when you do Lesson 8.

Practice Typing

This section helps you build speed on all the keys you have learned up to the lesson you are doing. You will start by typing two timed passages. The timer will not start until you strike a key. When you are finished typing the passages, your words per minute (WPM) scores from both passages will be averaged. That average will be your *marker* - the score that you should try to improve upon in the rest of the section. After you have set your marker by typing the two passages, the program will give you three groups of four passages. You should try to beat your marker in at least three passages in each group. The program will tell you how you did after each group. If your WPM scores for that group of four passages average better than your marker, your marker will be increased. At that point, you will also be shown your average WPM and AWPM scores and your total number of errors for all the practice passages up to that point.

The keyboard on the screen is there to help you find keys without looking at your computer keyboard. If you press an incorrect key, the letter will appear where you typed it. You cannot go back and correct a mistake - that would throw off your speed. So, if you make a mistake, try not to pause. Just move on to the next letter and keep on typing.

After you are done with a passage, your errors will be highlighted. Take a moment to look at these errors. If you are repeatedly making errors on the same characters, concentrate more as you type those characters. The number of errors you made will appear under "Errs" at the top of the screen. Your words per minute (WPM) and adjusted words per minute (AWPM) scores will also appear at the top of the screen. For explanations of these scores, see How the Scoring Works on the next page.

Take a Challenge

In this section, you will be challenged to meet a WPM goal score. There is a goal score set for each lesson. The challenge will consist of between three and five timed passages. You will not be timed until you press a key. The time between passages will not be counted, either. Each passage will appear right after you complete the previous one. You will not be able to go back and correct errors - that would throw off your speed. If you make a mistake, try not to pause. Just move on to the next letter and keep on typing.

After the last passage, your scores will appear at the top of the screen. (See How the Scoring Works, below, for an explanation of what the scores mean.) These scores will be cumulative for all the passages. If you have previously recorded scores, those scores will also be shown. Either that screen or the next screen will allow you to choose whether you want to do a section over or return to the LESSONS MENU.

NOTE: See Important Record Keeping Note on page 32.

How the Scoring Works

Average Errors

Whenever your average number of errors is shown, the number will be rounded down if it is .4 or below. It will be rounded up if it is .5 or above. So, if you made a total of one error in four passages, then your average number of errors will be zero. If you made two in four passages, then the average will be 1.

Words

The program counts every five keystrokes you make - whether they are letters, numbers, or spaces - as one word. For example, 20 keystrokes equal four words.

Words Per Minute (WPM)

Your words per minute (WPM) equals the number of words you typed divided by the number of minutes it took you to type those words.

$$\frac{\text{Number of words typed}}{\text{Number of minutes typed}} = \text{Words Per Minute (WPM)}$$

Here's an example. If you type 50 keystrokes, that's 10 words. If it takes you one minute to type those 10 words, then your score would be 10 WPM. If it took you .5 minutes (30 seconds) to type those words, your score would be 20 WPM.

$$\frac{\text{10 words}}{\text{.5 minutes}} = \text{20 WPM}$$

Adjusted Words Per Minute (AWPM)

Your adjusted words per minute (AWPM) represents your speed adjusted according to how many errors you made. It is calculated by first taking the number of words you typed and subtracting one word for each error you made. Then that is divided by the number of minutes you typed.

$$\frac{\text{Number of words typed} - \text{Number of errors made}}{\text{Number of minutes typed}} = \text{Adjusted Words Per Minute (AWPM)}$$

For example, if you type twenty words with five errors in one minute, then your adjusted words per minute (AWPM) score would be 15 WPM.

$$\frac{\text{20 words typed} - \text{5 errors}}{\text{1 minute}} = \text{15 AWPM}$$

Lessons 12-18

In the first eleven lessons, you learned the keyboard and touch typing skills. In Lessons 12 through 18, you put those new skills to work in longer practice sessions and in lessons that teach you about computer applications such as word processing and data bases.

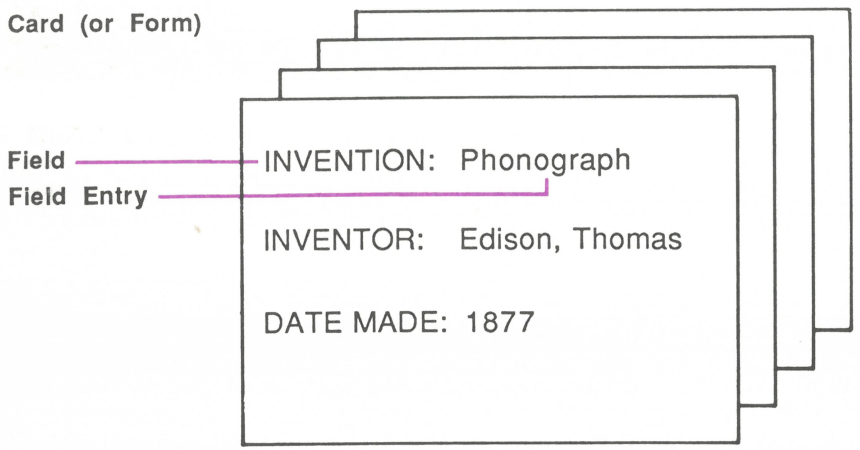
NOTE: See Important Record Keeping Note on page 32.

Lesson 12

This lesson will teach you the Tab and Control keys and introduce you to data bases. The lesson is divided into two sections, Learn New Keys and Practice.

In the Practice section, you will work with a file on inventions. There are 10 cards in the file. Each card has three fields. The fields are the headings along the side of the card. In this case, they are invention, inventor, and date made. In any data base, the fields determine what information will be stored. The more fields, the more detailed the information can be for each card.

You will be filling in the information for the fields on the 10 cards. After you type in a word, press Tab to get to the next field. After you fill in the third field on each card, press Ctrl-N to get to the next card. There are ten cards in all.



NOTE: Data-base programs vary on the keys they use for their functions. The keys taught in this lesson are typical of some data-base programs, but there are no standard keys used throughout all such programs. When you use a data-base program, you will become familiar with the keys that program uses. Also, each program may use its own terminology for the card, field, and field entry. Again, you will have to become familiar with the program you are using.

Lesson 13

This lesson will teach you the Delete and Arrow keys and also review the Tab key. It will also introduce you to word processing, with a focus on the concept of editing. The lesson is divided into two sections, Learn New Keys and Practice.

In the Learn New Keys section, you will learn about word processing. You will also learn about how the Delete, Arrow, and Tab keys are used in word processing. Next, you will be taken step-by-step through the task of editing a paragraph. This will lead directly into the Practice section.

The Practice section consists of more paragraphs that you will have to edit following the steps shown on the screen. After you go through these paragraphs, you will be familiar with editing and be ready to use a complete word-processing program.

NOTE: Word-processing programs vary on the keys they use for their functions. The keys taught in this lesson are typical of many word-processing programs, but they are not standard to all such programs. When you use a word-processing program, you will become familiar with the keys used in that program.

Lessons 14 through 18

These lessons will help you increase your speed and accuracy on all keys as you type longer, more entertaining passages. Lesson 14 is a memo, Lesson 15 is a story, Lesson 16 is a newspaper article, Lesson 17 is a movie review, and Lesson 18 is a BASIC program. Before you type any of these, you will be asked to enter a series of one-word phrases. These phrases will then be inserted into the passages. In this way, you get to personalize the passages you are going to type. If you like, you can enter different words each time you type the passages.

Each of these lessons is divided into a warm-up practice and the actual passages that you will type. A menu allows you to do either the warm-up first or go directly to the passages. Either way, before you get to the passages, you will enter the one-word phrases by simply typing them in and pressing Return after each. If you make a mistake, use Delete to make corrections.

After you enter all the phrases, the first screen of text will appear. On this and all the other screens, you can take some time, if you like, and read it before you start typing. The timer will not start until you strike a key. You cannot make corrections, so try not to pause. Just move on and continue typing. When you are done with a screen, your errors will be highlighted and your scores will appear. At that point, take a moment to review the errors you made and concentrate more on any problem keys when you continue typing. When you are ready for the next screen, press any Home key.

After the last screen, you will be shown your scores for the entire lesson. The number of errors reported will be the total errors for the entire lesson. If you had any previously recorded scores, those scores will also appear. On that screen or the next screen, you will get to choose whether you want to type the passages over with the same phrases you entered, type the passages with new phrases, or return to the LESSONS MENU.

NOTE: See Important Record Keeping Note on page 32.

NOTE: Lesson 18, the BASIC program, is an actual program that will work if you copy it down and then enter it into your computer as you would any other program. Try it - it's a typing game. If you want, add to the code to make it more challenging or interesting.

The Tests

Tests are supplied to give you extra practice on specific groups of letters. There is at least one test for each lesson. Also, you can create your own tests. (See page 37.) Your test scores are not taken into consideration in the advice function, and they are not kept on your records. Use the chart on page 47 to keep a record of these scores yourself.

Taking a Test

After you choose Tests from of the MAIN MENU, you will be told to insert your data disk into the correct disk drive. If you want to take one of the tests that come with the program, insert Side 4. If you want to take one of your tests, insert the data disk with that test. Either way, you will be sent to a menu that will list all the tests on the disk. If there are more than five tests on the list, highlight the last one and keep pressing the Down Arrow key to see the rest of the tests. Highlight the test you want to take and then press Return.

A test can consist of up to 12 screens, with each screen containing up to six lines of text. The timer will not start until you strike a key. When you finish a screen, your errors will be highlighted and your scores will appear at the top of the screen. When you are ready to proceed, strike any key. The next screen will then appear. The time between screens will not be counted. After the last screen in a test, your scores for the entire test will appear. The number of errors reported will be the total errors for the entire test. The program does not record test scores, so use the chart supplied on page 47 to record your own scores. Try to beat your own high score or challenge your friends.

The Supplied Tests

A description of each of the supplied tests follows. Use this list to decide which test to take if you are having trouble on specific keys.

Test name	What it tests	Take with Lesson:
HOMEKEYS	Home keys	1,2
JTERR	J-finger territory and Home keys	3
FTERR	F-finger territory and Home keys	4
FJALL	All of the above	4,5
KTERR	K-finger territory and Home keys	6
DTERR	D-finger territory and Home keys	6
KDTERRS	K- and D-finger territories and Home keys	6
KDALL	All of the above	6
LTERR	L-finger territory and Home keys	7
STERR	S-finger territory and Home keys	7
LSTERRS	L- and S-finger territories and Home keys	7,8
LSALL	All of the above	7,8
;TERR	;-finger territory and Home keys	9
ATERR	A-finger territory and Home keys	9
A;ALL	All of the above	9
NUMSYM	Number keys and their symbols	10
SYMBOLS	Quotes, plus, equal, dash, and sentences	11
CATS	Essay using all of the above	11
MEETING	Story using all of the above	11

See Your Records

If you are having the program keep a record of your progress, choose See Your Records from the MAIN MENU to see a screen which contains the following information for Lessons 1 through 11 and 14 through 18:

WORDS For Lessons 1 through 11, this is the total number of words in the Take a Challenge section. For Lessons 14 through 18, this will be the total number of words for the lesson. This will give you a context in which to judge the WPM scores.

WPM For Lessons 1 through 11, this will be the words per minute score for the Take a Challenge section the last time you did it. For Lessons 14 through 18, this will be the average WPM for one screen the last time you did it.

ERRS For Lessons 1 through 11, this will be the total number of errors you made in the Take a Challenge section the last time you went through it. For Lessons 14 through 18, this will be the total number of errors you made the last time you went through the lesson.

AWPM For Lessons 1 through 11, this will be the adjusted words per minute score for the Take a Challenge section the last time you did it. For Lessons 14 through 18, this will be the average AWPM for one screen the last time you did it.

BEST WPM For Lessons 1 through 11, this will be your highest WPM in all the times you went through the Take a Challenge section. For Lessons 14 through 18, this will be the highest average WPM for one screen.

GOAL WPM This is the goal speed that you should reach to successfully complete this lesson.

GOAL MET If you have met the lesson's goal, this will say Y, for Yes. If you have yet to meet it, this will be blank.

For Lessons 12 and 13, there will just be a Y for Yes under GOAL MET if you complete the lesson. There actually isn't any goal score, but this message is just to indicate that you did the lesson.

IMPORTANT: If you find that the information from one or more lessons is missing from your records, see Important Record Keeping Note on page 32.

The prompt at the bottom of the screen asks if you want to print your records. Type Y or N. Press Return to review more records. Press Esc to go to the MAIN MENU.

Record Keeping and Advice Explained

To get the most out of *Success with Typing*, you should have the program keep a record of your progress. The program will then be able to advise you about what you should do each time you use it.

What Is Recorded

In Lessons 1 through 11, the program will record your words per minute (WPM) score, your number of errors (ERRS), and your adjusted words per minute (AWPM) score from the Take a Challenge section of those lessons. The program will then compare your WPM and ERRS scores with scores built into the program. From this comparison it will advise you about what you should do next.

In Lessons 12 and 13, the program will record only if you have completed the lesson. Since there are no scores in these lessons, you must decide for yourself whether or not you want to do them over.

In Lessons 14 through 18, the program will record your WPM, ERRS, and AWPM scores from the entire lesson. The program will then compare your WPM and ERRS scores with scores built into the program. From this comparison it will advise you about what you should do next.

Important Record-Keeping Note

If you want the program to keep a record of your progress, be sure to read this note to ensure that your scores will be recorded every time.

If you are doing one of Lessons 1 through 11 and you want the program to have a record of how you are doing, do not leave the lesson before doing the Take a Challenge section at least once. It is the scores from this section only that will be recorded. Additionally, after you do the section, the program will have the scores, but they will not actually be recorded onto your data disk until you return to the LESSONS MENU (the menu that lists all 18 lessons). In the process of returning to that menu, your scores are recorded onto your data disk. You can return to that menu from the Where To? screen that follows the challenges, or, if you are within a lesson, you can return to that menu by pressing Esc a few times. If you turn off the machine before having gone back to the LESSONS MENU, your scores will not be recorded onto your data disk.

If you are doing one of Lessons 12 through 18, you must go all the way through the lesson for the program to have a record of your having done the lesson. And, as in Lessons 1 through 11, you must return to the LESSONS MENU for the information to actually be recorded onto your data disk.

Record-Keeping Reminders

- To keep records, you must have a data disk with your name on its user list. (See Create a Data Disk and Create or Edit a User List in the Management Guide.)
- To keep records, you must answer "Yes" to the question, "Do you want to keep records during this use of the program?"
- If you want to see your records, choose See Your Records from the MAIN MENU.
- To get advice about what you should do each time you use the program, choose Advice from the MAIN MENU.

Free Typing Space

If you want to practice typing text other than from a lesson or test, use this section of the program. Type as many screens as you want. After each screen you will be given your WPM score for that screen. Also, you will be shown your average WPM scores for all the screens you've typed.

On each screen you can type up to 10 lines and each line can have up to 38 characters. If you type all the way to the end of a line, you will automatically be sent to the next line. If you are in the middle of a word, the word will be brought down to the next line. If you want to go to the next line without going all the way to the end of it, press Return.

If you want to stop typing on a screen before you reach the end of that screen, press Esc. You will then be given your WPM and average scores.

MANAGEMENT GUIDE

To use the Management Section of *Scholastic Success with Typing* choose Management from the MAIN MENU. When you do that, the MANAGEMENT MENU will appear. This contains the options: Create a Data Disk; Create or Edit a User List; Create, Edit, or Erase Tests; and Review or Print User Records. You will need a data disk to do all but the first activity. So, if you don't have a data disk, choose Create a Data Disk first. When you want to return to the MAIN MENU from the MANAGEMENT MENU, press Esc.

Create a Data Disk

If you want to have *Success with Typing* keep a record of your progress, or if you want to create tests, you will need to create a data disk. To do this, you will need a floppy disk that is blank or one that you don't mind erasing. The computer will format the disk, making it into a data disk for *Success with Typing*. The formatting procedure erases all information on the disk that is being formatted, so be sure you don't use a disk that has information you still need.

After you choose Create a Data Disk from the MANAGEMENT MENU, follow the instructions to put the disk you want to format into the correct drive. You will then be asked if you are sure you want to format that disk. If you decide for any reason that you don't want the disk formatted, then type **N**. You will be sent back to the MANAGEMENT MENU.

If you are sure you don't mind erasing whatever might be on the disk, then type **Y**. The disk will then be formatted. To use the data disk to keep records, you will have to create a user list on it. (To do this, see Create or Edit a User List on the next page.) If you only want to use the disk to store tests that you are going to create, you don't need to create a user list. (In that case, see Create, Edit, and Erase Tests on page 36.)

Create or Edit a User List

If you want to keep records on a data disk, then you must create a user list for that disk. The user list will contain the names of all the persons whose records will be stored on that disk.

NOTE: You can have only one user list on a disk.

Choose Create or Edit a User List from the MANAGEMENT MENU if you want to create a user list, add names to a user list, or delete names from a user list. If your data disk is not in the drive, then you will be told to insert it into the correct drive and press Return. Then, you will be sent to the CREATE OR EDIT A USER LIST MENU. This menu includes two options: Enter a User Name and Delete a User Name. When you want to return to the MANAGEMENT MENU from here, press Esc.

Creating a User List

To create a user list, choose Enter a User Name. You will be sent to a screen titled User List. Enter one name at a time, pressing Return after each name. If you are going to be the only person using the disk, then you only need to enter your name. The list can contain up to 60 names. Each name can contain up to 10 characters. When you are done entering names, press Esc to go back to the CREATE OR EDIT A USER LIST MENU.

Adding Names to a User List

If you have a user list and you want to add names to it, choose Enter a User Name. Add names to the list the same way you entered names when you created the list. When you are finished adding names to the list, press Esc to go back to the CREATE OR EDIT A USER LIST MENU.

Deleting Names from a User List

If you want, you can delete names from your user list. Just be aware that, when you delete a name, you also delete the records (if there are any) for that name.

To delete names from a user list, choose Delete a User Name. You will be sent to a menu of all the names on the user list. Use the Up or Down Arrows to highlight the name you want to delete. If there are more than five names on the menu, then highlight the last name and keep pressing the Down Arrow to see the rest of the menu. When you have highlighted the name you want to delete, press Return.

Once you press Return, you will be asked if you are sure you want to delete that person's records. If you have changed your mind, then type **N**. You will then be sent back to the previous menu. If you are sure you want to delete the name (and the records), then type **Y**. The name and records will be deleted. Delete as many names as you want. Press Esc when you want to return to the CREATE OR EDIT A USER LIST MENU. If you delete all the names, then you will automatically be sent to that menu after you delete the last name.

Create, Edit, or Erase Tests

Success with Typing comes with 20 tests, but you can also create your own tests. Create tests on any topic or subject area and make them as easy or difficult as you like. The tests you create will be stored on your data disk.

NOTE: You don't need to have a user list on your data disk to store tests on it.

Choose the third option from the MANAGEMENT MENU if you want to create a test, edit a test, or erase a test. If your data disk is not in the drive, you will be told to insert it into the correct drive and press Return. Then, you will be sent to another menu. This menu includes three options: Create a Test, Edit a Test, and Erase a Test. When you want to return to the MANAGEMENT MENU from here, press Esc.

Creating a Test

To create a test, choose Create a Test from the menu. First, you will be asked to enter a name for the test. It's a good idea to use a name that will remind you of the contents of the test. This will help you later when you choose a test to take. The name can be up to 10 characters long. It cannot contain any spaces. After you enter the name, press Return.

Next, you will be sent to a screen on which you will enter your test. You will enter it one screen of text at a time. Tests can contain up to 12 screens. The number of the screen you are working on will appear right above where you will enter the text. Each screen can have up to six lines of text. (If a test is less than one word long, it will not be saved.) Each line can be up to 38 characters. Enter any text you want for your test.

Test-making Tips

Here are some suggestions for creating tests:

- As you reach the end of a line, the cursor will drop to the next line and the word will be split in two. Because of this, plan your test in advance, making sure that no line is more than 38 characters long.
- If you make any typing mistakes, use the Arrow keys to move the cursor to where you want to make corrections. Then use the Delete key to erase characters to the left of the cursor.
- If you place a character on the last space of a line, the test-taker will automatically be sent to the next line when he or she types that character.

  If your text does not go all the way to the end of a line, press Return after you type the last character. A Return symbol (↵) will appear. When the test-taker presses Return at that point, he or she will be sent to the next line.

NOTE: If there are more characters after the Return symbol, the cursor will move to the next character, not the next line.

- When you are done with a screen of text, press Ctrl-N to get to the next screen.
- If you want to move back to a previous screen, press Ctrl-B.
- When you are done with the last screen of your test, press Esc. Your test will be saved and you will be sent back to the CREATE, EDIT, OR ERASE A TEST MENU.

Editing a Test

If you want to make changes to a test that is saved on a data disk, then choose Edit a Test. If your data disk is not in the drive, then you will be asked to insert it into the correct drive and press Return. You will then be sent to a menu of all the tests on that disk. Use the Up and Down Arrows to highlight the test you want to work on. If there are more than five tests on a disk, then you will have to highlight the last test and keep pressing the Down Arrow to see the rest of the list. Highlight the test you want to work on and press Return.

The first screen of the test will appear. You can change as much information as you want. You can even rewrite the whole screen if you like. Use the Arrow keys and the Delete key as you did when creating a test.

When you are done with a screen, or if you just want to move past a screen, press Ctrl-N. You will be asked if you want to save the text. If you type **Y**, then any changes you made will be saved. If you type **N**, then the changes will not be saved. Either way you will be sent to the next screen.

If you want to add screens to a test, then go to the last screen and press Ctrl-N. Enter the text on that screen like you did when you were creating the test.

If you want to move backward to a previous screen, then press Ctrl-B. You will be asked if you want to save the text. If you type **Y**, any changes you made will be saved. If you type **N**, the changes will not be saved. Either way you will be sent to the previous screen.

When you are done working on the test, press Esc. You will be asked if you want to save any changes you made to that last screen of text. Type **Y** to save them. Type **N** not to save them. Either way you will be sent to the CREATE, EDIT, OR ERASE A TEST MENU.

NOTE: You don't have to go all the way to the end of the test to press Esc and leave the test. When you are done working, no matter what screen you are on, simply press Esc to stop working.

Erasing a Test

If you want to erase a test from a data disk, then choose Erase a Test. If your data disk is not in the drive, then the program will ask you to put the disk in the correct drive and press Return. A menu will then appear listing all the tests on that disk. Use the Arrow keys to highlight the test you want to erase. If there are more than five tests on the disk, then highlight the last test and keep pressing the Down Arrow key. When you have highlighted the test you want to erase, press Return. You will then be asked if you are sure you want to erase that test. If you still want it erased, then type **Y**. Be sure that you do want to erase the test because, once it is erased, you cannot get it back. If you decide you don't want to erase it, then type **N**. Either way, you will be sent to the CREATE, EDIT, OR ERASE A TEST MENU.

Copying Tests (Apple Computers Only)

You can copy tests from one data disk to another disk. The second disk must be a *Success with Typing* data disk. To copy the tests, you will use the FID program on your Apple System Master disk. To do this, get that disk and place it in your disk drive. Turn on your computer to boot the disk. When you see the prompt, type **BRUN FID**. When the menu appears, choose Copy Files. Follow the instructions, using your data disk as the source disk and the other data disk as the destination disk. All files that start with T. are tests.

If you are using a computer other than Apple, then see the Reference Card that came with your *Success with Typing* package.

Review or Print User Records

Choose this option from the MANAGEMENT MENU if you want to review or print user records. If your data disk is not in the drive, then you will be told to insert it into the correct drive and press Return. Then, you will be sent to a menu of all the names on the disk's user list. Use the Up and Down Arrows to highlight the name of the person whose records you want to see. If there are more than five names on the menu, highlight the last name and keep pressing the Down Arrow to see the rest of the menu. When you have highlighted the name you want, press Return. You will then be shown that user's records. (For an explanation of the Record screen, see page 30.)

You will be asked if you want to print that record. If you want to print it, then be sure your printer is turned on and the paper is set up so that the record will print where you want it. When you are ready to print, type **Y**, for Yes. The record will then print. If you don't want to print it, type **N**. Either way when you are finished looking at the record, press Return to go back to the MANAGEMENT MENU.

NOTE: You can also see your records directly from the MAIN MENU by choosing the See Your Records option from the menu.

Copying Records (Apple Computers Only)

You can copy records from one disk to another disk. The second disk must be a *Success with Typing* data disk. To copy the records, you will use the FID program on your Apple System Master disk. To do this, get that disk and place it into your disk drive. Boot it up and, when you see the prompt, type **BRUN FID**. When the menu appears, choose Copy Files. Follow the instructions, using your data disk as the source disk, and the other data disk as the destination disk. All files that start with R. are records.

If you are using a computer other than Apple, see the Reference Card that came with your *Success with Typing* package.

LETTER FORMATS

Lesson 8 introduces the two basic formats for letters: the business letter format and the personal letter format. The following pages contain a sample of each format. When writing a business letter, you should stick closely to the format shown. This will help you get your message across clearly and quickly. You can take more liberties with personal letter formats, but use the one shown as your basic structure.

You will notice that the business letter printed on page 46 is different than the one found on the screen in Lesson 8. That one is a sample of a business letter written from a person in a company - Good Foods, Inc. That is why it is on the stationery of that company. Also, it contains the initials of the person who typed the letter. If you worked for Good Foods, Inc., then you might write such a letter. The letter you will see on page 46 is the format for a letter you might send to Good Foods, Inc.

NOTE: In the program, the spacing of the letters is not always correct. Refer to the following pages for correct spacing.

Personal Letter - Sample

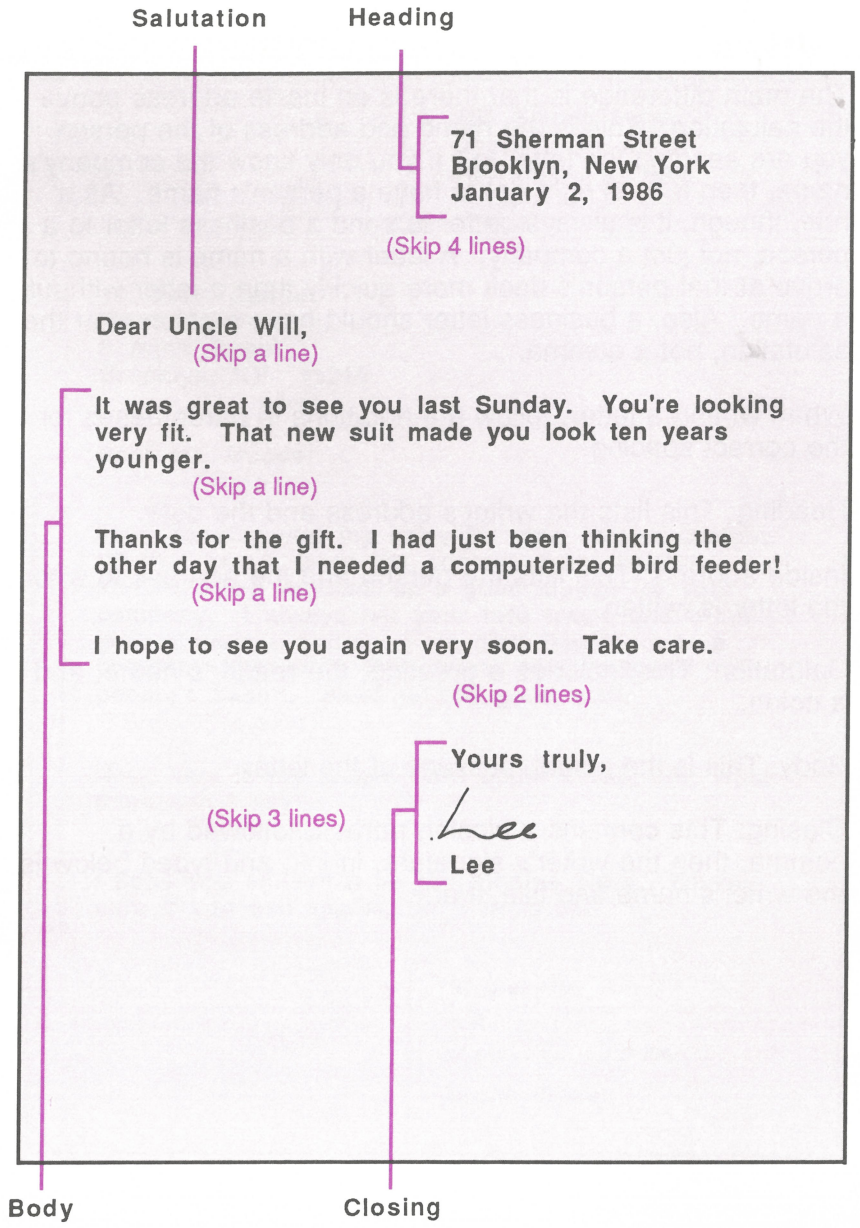
Here is a sample of the correct format for a personal letter. Use this format if you are writing to a friend to say hello, or if you are writing a thank-you note to a relative. In fact, you can use this format for any informal, non-business correspondence you might write. When writing a letter, follow the notations in parentheses for the correct spacing.

Heading: This lists the writer's address and the date.

Salutation: This includes a greeting and the reader's name followed by a comma.

Body: This is the actual message of the letter.

Closing: Includes a closing phrase followed by a comma and the writer's signature, written in ink.


Salutation
Heading
71 Sherman Street
Brooklyn, New York
January 2, 1986
(Skip 4 lines)
Dear Uncle Will,
(Skip a line)
It was great to see you last Sunday. You're looking very fit. That new suit made you look ten years younger.
(Skip a line)
Thanks for the gift. I had just been thinking the other day that I needed a computerized bird feeder!
(Skip a line)
I hope to see you again very soon. Take care.
(Skip 2 lines)
Yours truly,
(Skip 3 lines)
Lee
Lee
Body
Closing

Business Letter - Sample

Here is a sample of the correct format for a business letter. The main difference is that there is an inside address above the salutation. This is the name and address of the person you are sending the letter to. If you only know the company's name, then it is all right not to have a person's name. As a rule, though, it is always better to send a business letter to a person, not just a company. A letter with a name is bound to arrive at that person's desk more quickly than a letter without a name. Also, a business letter should have a colon after the salutation, not a comma.

When writing a letter, follow the notations in parentheses for the correct spacing.

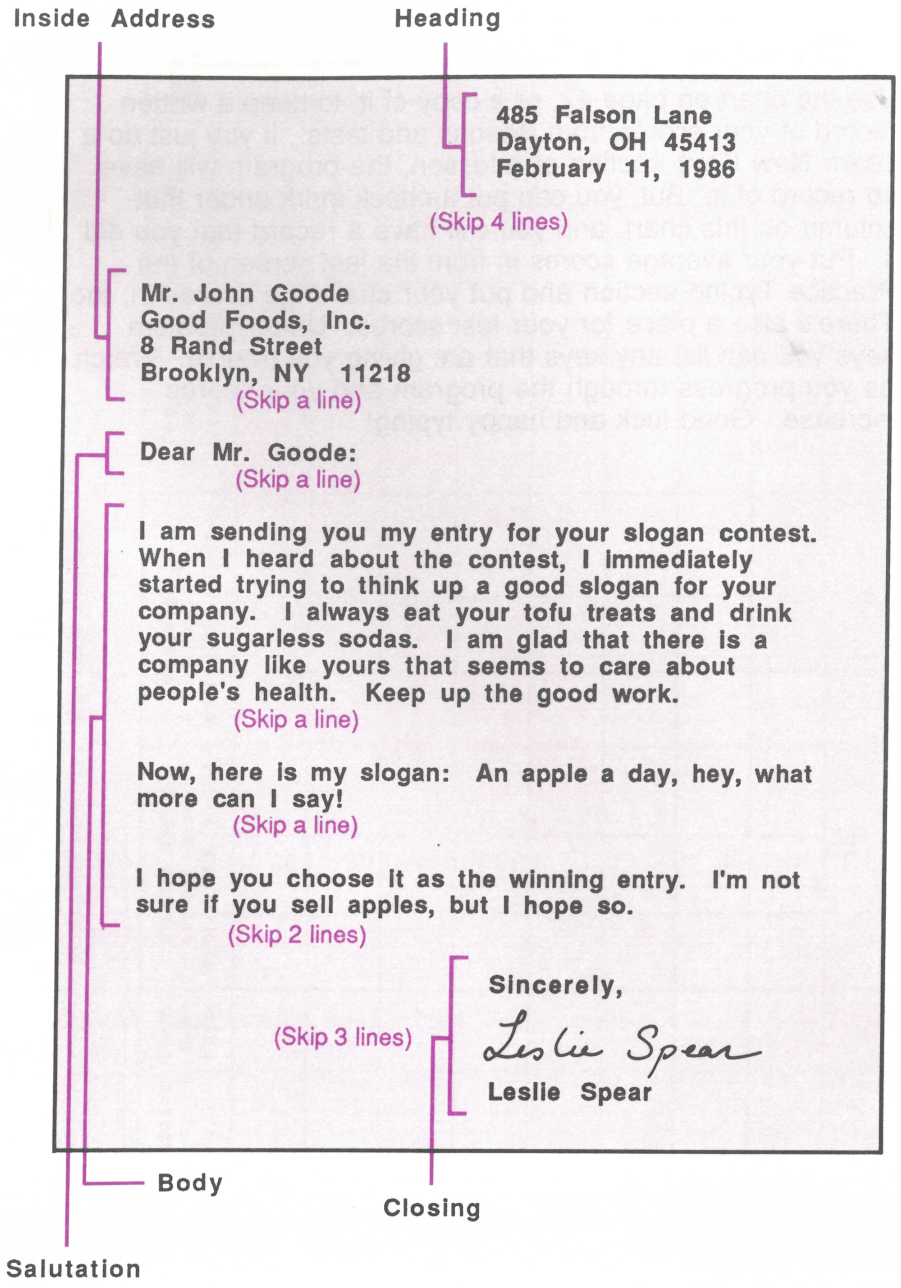
Heading: This lists the writer's address and the date.

Inside address: This lists the person and the address to whom the letter is written.

Salutation: This includes a greeting, the reader's name, and a colon.

Body: This is the actual message of the letter.

Closing: This contains a closing phrase, followed by a comma, then the writer's signature, in ink, and typed below is the writer's name and title, if any.


Inside Address
Heading
485 Falson Lane
Dayton, OH 45413
February 11, 1986
(Skip 4 lines)
Mr. John Goode
Good Foods, Inc.
8 Rand Street
Brooklyn, NY 11218
(Skip a line)
Dear Mr. Goode:
(Skip a line)
I am sending you my entry for your slogan contest. When I heard about the contest, I immediately started trying to think up a good slogan for your company. I always eat your tofu treats and drink your sugarless sodas. I am glad that there is a company like yours that seems to care about people's health. Keep up the good work.
(Skip a line)
Now, here is my slogan: An apple a day, hey, what more can I say!
(Skip a line)
I hope you choose it as the winning entry. I'm not sure if you sell apples, but I hope so.
(Skip 2 lines)
(Skip 3 lines)
Sincerely,
Leslie Spear
Leslie Spear
Body
Closing
Salutation

RECORD CHART

Use the chart on page 47, or a copy of it, to keep a written record of your scores from lessons and tests. If you just do a Learn New Keys section of a lesson, the program will have no record of it. But, you can put a check mark under that column on this chart, and you will have a record that you did it. Put your average scores in from the last screen of the Practice Typing section and put your challenge scores in, too. There's also a place for your test scores. Under problem keys you can list any keys that are giving you trouble. Watch as you progress through the program and your scores increase. Good luck and happy typing!

RECORD CHART

Name_____

Date	Lesson	Learn New Keys	Practice Typing Average Scores			Challenge Scores			Test Name or Number	Test Scores			Problem Keys
			WPM	ERRS	AWPM	WPM	ERRS	AWPM		WPM	ERRS	AWPM	

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RECORD CHART

Name_____

Date	Lesson	Learn New Keys	Practice Typing Average Scores			Challenge Scores			Test Name or Number	Test Scores			Problem Keys	
			WPM	ERRS	AWPM	WPM	ERRS	AWPM		WPM	ERRS	AWPM		